

# **COUNTY OF YORK**

## **MEMORANDUM**

**DATE:** January 9, 2004 (BOS Mtg. 2/3/04)

**TO:** York County Board of Supervisors

**FROM:** James O. McReynolds, County Administrator

**SUBJECT:** Approval of 2003 Minutes

Because Mr. Shepperd was not Chairman in 2003, it is necessary, according to Section 15.2-1241 of the Code of Virginia (attached), to follow a different procedure to approve the last of the unapproved 2003 minutes and have them signed. This agenda contains the unapproved 2003 minutes from the meetings of December 2, December 9, and December 16.

The Code requires that the minutes be "read" at a regular meeting; and if approved, the current Chairman is directed by the Board to sign said minutes. Since staff provides the Board with written copies of the unapproved minutes in the agenda package for review prior to the meeting, it is considered that the minutes have been "read" by the Board members without actually having them read aloud at a regular meeting. The procedure that has been followed in the past, which I am recommending now, is as follows:

- Chairman Shepperd will poll the Board members to determine that the minutes have been read by each Board member.
- Once it has been determined that all members have read the minutes, Chairman Shepperd will ask that the record reflect that the minutes of the three meetings were read and ask for a motion to approve them as submitted and direct the Chairman to sign them.
- A Board member will then move that "the minutes of the December meetings of the Board of Supervisors be approved as submitted, and that the Chairman be directed to sign them."

After reviewing the attached unapproved minutes, please contact Ellen Simmons or me if you have any concerns or need for amendments so that they can be addressed prior to the Board meeting.

Simmons/3325

Attachments